

## GPO on the Road

How to do Business with the U.S. Government Printing Office (GPO)

## Interested in having a GPO seminar hosted near you?

We know learning the print business and federal policy is not easy!

**We are here to help.**

GPO offers free educational seminars across the country for agencies like yours. We want you and your staff to learn every step of our GPO processes from job creation, layout and design, print procurement regulations, design and creative thinking, federal funding options, creating secure credentials, quality control, billing and budget control, on-site and online training, and getting your publication into the public's hands.

At no cost to your agency, GPO brings seminars to you based on the information you want your team to learn. We offer seminars covering every aspect of the document lifecycle and how we do business with your agency today and every day.

GPO offers a range of presentation information and subject matter. You can pick and choose the presentations you'd like your team to learn. Most GPO seminars last a full day with each session compressed to a thirty minute or one hour time span. However, we are flexible with your agency needs and can make adjustments based on your schedule.

## Customize and Build Your Seminar

### Seminar Topics

#### **Welcome to GPO! Meet the GPO.** Time: 30 min

Learn about the history of the U.S. Government Printing Office (GPO). See where we have come from our beginnings in 1861 to today, where GPO triumphs as the largest print buyer in the nation.

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#### **GPO Product Line up and going Green with GPO!** Time: 1-2 hours

Learn about our five major procurement operations and how your agency can use each procurement tool for the most cost effective savings and time management. Get in-depth knowledge on GPO Small Purchases, Term Contracts, One-Time Bidding, and the Simplified Purchase Agreement (SPA). We will also discuss the GPO Online Paper Store, GPO web management, Creative Services and design. Also, learn how your agency can go green by partnering with GPO!

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#### **The GPOExpress Program** Time: 1-2 hours

Join us for an in depth look into GPO's newest and fastest growing program: GPOExpress — a nationwide convenience printing contract that allows Federal Government personnel to utilize the nationwide network of over 1,800 FedEx Office<sup>SM</sup> Print Centers to take care of all their quick printing needs. GPOExpress allows for convenient ordering options via e-mail, phone, the Web, or walk-in; high-quality digital printing services, finishing services; print-on-demand programs including access to a customized GPOExpress catalog of frequently printing documents, and much more!

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#### **The Fundamentals of GPO Billing** Time: 1-2 hours

Learn how the billing process at GPO works and how you can take advantage of cost savings and online billing. We will be discussing in detail the four main billing processes GPO uses: government (IMPAC) purchase credit cards, IPAC billing, GPO Deposit Accounts, and direct invoicing. We also will cover the use of MIPRS and working with GPO. If you are responsible for budget or accounting at your agency, don't miss this session!

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#### **Learning how to place work with GPO and GPO Forms 101** Time: 1-2 hours

This session will include an overview of the Standard Form 1, GPO's job ticket as well as other important forms used in requesting work from GPO. We will also cover GPO's Quality Assurance program (QATAP) including explanations of quality levels, take an in depth look at billing address codes (BACs), paper specifications, PMS colors and more. For agencies that are looking to streamline their workflow with GPO or new agencies using GPO, this will be the perfect session for you. See samples of jobs and hear from current customers using GPO.

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#### **The GPO Institute** Time: 30min-1 hour

Take a look into GPO's Institute for Federal Printing and Electronic Publishing and learn how you can get accredited document management training from the comfort of your own office or from our professional training facility in Washington, DC.

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#### **Creative and Digital Media** Time: 30min-1 hour

GPO has an award winning team of designers providing print, web & multimedia design solutions for Congress, the White House & Federal agencies. Learn all about the opportunities for:

- Corporate Communications identity and graphics standards, logos, ligatures, seals, press kits, brochures, and annual reports
  - Promotional print and digital media, posters, invitations, announcements, direct mail
  - Editorial magazines, newspapers, newsletters, journals, and online magazines
  - Books/Journals/Reports hard and soft bound editions, technical journals
  - Security Design secure product design to prevent counterfeiting and fraud
  - Multimedia audio, video, animation, and games for use with interactive CD-ROM/DVDs, kiosks
  - Web sites Web Design layout, graphics, and animation Illustration and Photography traditional and digital
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#### **Marketing Agency Publishing Content 101** Time: 2-3 hours

Break through the content clutter of the information marketplace! This dynamic new presentation will give you the information you need to:

- Increase public awareness of your agency's mission and goals
- Disseminate your content through expanded distribution and sales
- Enhance your content to make it more appealing to your target audience
- Spotlight your content for academic, retail, and wholesale buyers
- Protect your content from unauthorized use

Marketing Content 101 will give you the specific, practical information you need to break through the content clutter of today's information marketplace and get your publications noticed and used by your target audiences.

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#### **Secure Federal Credentials** Time: 1-2 hours

GPO's newest division, Security and Intelligent Documents, connects with security printing and electronics including the U.S. e-passport, traveler IDs, Secure Federal Credentials and secure cards to safeguard Government assets. Since the 1920s, GPO has been the sole provider of the U.S. Passport. When the League of Nations established international standards for booklet-style Passports, GPO, with its precision printing and binding expertise, was the logical choice. Since then, GPO has used proven, contemporary technology to continuously improve the world's most trusted travel document. GPO has produced more than 30,000,000 e-Passports to date. The secure design, secure technology, and secure manufacturing process established a winning formula, adapted by GPO to the requirements of Federal secure cards.

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#### **Certified SPA Training for agency customers** Time: 1-2 hours

The Simplified Purchase Agreement (SPA) is a streamlined printing procurement vehicle for use by the U.S. Government Printing Office's Federal customer agencies. Our customer agencies will be able to acquire publishing and information products and services valued up to \$10,000 from local commercial vendors, pre-qualified by the U.S. Government Printing Office's (GPO) quality standards and certification. Agencies using the SPA program must be certified and trained by a GPO representative before using the program. For more information visit our web site: [www.gpo.gov/customers/spa.htm](http://www.gpo.gov/customers/spa.htm)

Upon completion of the SPA certification class, and with submission of your SF-1, participants will receive a certificate of completion and be able to place work on the GPO SPA contract work with GPO nationwide.

## Seminar Room Requests

A few room requirements are necessary to hold these seminars. GPO simply asks that the hosting agency provide a room with Audio/Visual equipment including a projector and sound system. Classroom style arrangement for the meeting is recommended. Depending on location the average room size for these events is 25-55 persons.

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## Who should attend these seminars?

All federal agency employees\* are welcome to come and learn. The seminar will be beneficial to those federal employees who are responsible for:

- ordering printing, copying, or office supplies for their agency (including paper, ink, envelopes, stationary, business cards, and more)
- managing an in-house print or mail facility or copier program
- mailing or distribution of printing materials
- design or layout of materials for their agency, including multimedia (web, photography, video, etc)
- library functions or cataloging information for their agency, including scanning
- forms or publication creation
- training and getting materials to users or classrooms nationwide
- creation of secure federal credentials like federal ID badges
- controlling the budget for administrative activities

\*Private contracted employees of the federal government are welcome to attend.

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## Past Attendees

Printing Specialists/Officers	Marketing Specialists	Contract Specialists	Mailing and Distribution Officers
Administrative Assistants	Administration Officers	Contract Officers	Visual Information Specialists
Training Coordinators	Superintendents	Public Affairs	Management Analysts
District Managers	Office Managers	Project Managers	Production Managers
COOP Specialists	Purchasing Agents	Recruiters	Technicians
Web Managers	Budget Coordinators	Outreach Specialist	Regional Managers
IT Specialists	Library Officials	Secretaries	Library Specialists
Supply Technicians	Instructors	Purchase Agents	Purchase Card Program Mgr.
Attorneys	Investigators	Account Managers	Information Officers
Procurement Analysts	Procurement Techs.	Acquisition Officers	

## Interested in certified Industry training? GPO offers more.

Visit our **GPO Institute** for certified and accredited training classes. Established in 1989, the Institute at GPO provides classes nationwide to Federal and DC Government employees, certain Federal contractors, and Federal depository librarians on numerous subjects including Print and Web Publishing, Proofs and Press Sheet Inspections, Printing Processes and Terminology, Checking Desktop Publishing Files - Preflighting, Getting the Best from Desktop Publishing, and more.

Software training includes Photoshop, InDesign, Dreamweaver, and many more software applications for digital media professionals.

For an up-to-date listing of all Institute classes, [see our courses offered](#).

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For further information on this seminar and a complete list of GPO products and services please visit [www.gpo.gov](http://www.gpo.gov) .